
EDUCATION

UNIVERSITY OF NORTH CAROLINA at Chapel Hill

Graduate, Class of 2018

Political Science B.A.**Cumulative GPA:** (b) (6)

EXPERIENCE

THE WHITEHOUSE (EOP), OFFICE OF PRESIDENTIAL ADVANCE, Site Associate (Volunteer) Sep 2018 – Present

- Assisting the lead advance representative in the planning and directing of events for the President of the United States

OFFICE OF U.S. SENATOR BILL CASSIDY (R-LA), Intern, Washington DC Aug 2018 – Sep 2018

- Handling daily telephone calls and constituent correspondence for the Senator
- Compiling, preparing, and assembling data analyses for the Senator's healthcare legislation team.
- Sitting on the Senator's policy meetings and providing input to issues pertaining to legislation and amendments
- Monitoring and tracking legislation being processed in committee and on the floor

SENATE COMMITTEE ON THE JUDICIARY (O&I UNIT), Intern, Washington DC May 2018 – Aug 2018

- Assisted with the drafting of oversight letters and committee hearing preparations
- Monitored whistleblower correspondence and referred credible claims to appropriate counsel
- Prepared and assembled reports for meetings and conference calls pertaining to whistleblowers and current investigations
- Conducted legal research utilizing various databases to assist with the committee's current investigations
- Applied redactions and assembled errata sheets for transcripts of committee hearings and witness interviews
- Analyzed document productions from the Department of Justice pertaining to committee oversight requests

THE CAROLINA REVIEW, Staff Writer, Chapel Hill, NC Jan 2018 – May 2018*UNC's Journal of Conservative and Libertarian Thought*

- Wrote compelling magazine articles and essays for an award winning political journal
- Published several opinion pieces on the long-lasting cultural effects of polarizing investigations

ORANGE COUNTY REPUBLICAN PARTY, Precinct Chair, Chapel Hill, NC Oct 2017 – May 2018

- Identified and registered voters in my precinct
- Informed voters about upcoming political events, and helped "turn out the vote" strategies
- Attended meetings of the County Executive Committee
- Oversaw operations at polling places and recruited polling place staff

FILICE INSURANCE, Intern, San Jose, CA Jun 2015 – Aug 2015*Midsize provider of insurance services including benefits consulting and HR compliance with a focus on working with high net worth individuals and businesses.*

- Compiled and organized data for approximately 1,500 targeted clients
- Analyzed and summarized data for marketing manager and director of underwriting
- Maintained online database of over 5,000 company clients

LEADERSHIP AND COMMUNITY INVOLVEMENT

TURNING POINT USA AT UNC, Treasurer, Chapel Hill, NC Jan. 2018 – May 2018

- Met regularly with our chapter advisor to discuss financing events and other forms of recreation
- Procured all funds via the Student Senate appropriations process
- Managed financed organization budget and the Student Activities Fund Office (SAFO) account

UNC CHRISTIANS UNITED FOR ISRAEL (CUFI), President, Chapel Hill, NC Dec. 2017 – May 2018

- Presided and represented the chapter at meetings, events, and conferences
- Assisted fellow officers with donor communications
- Introduced a former White House national security advisor

UNC COLLEGE REPUBLICANS, Outreach Chair, Chapel Hill, NC May 2017 – May 2018

- Maintained communications with student organizations on campus and Republican Party structure
- Served as the primary point of contact for all guest speakers and event-related personnel
- Handled correspondence for the chapter's supporters, including local North Carolina politicians

- Provided hospitality services for Carolina Athletics events (ticket-taking, greeting)
- Accommodated service requests for Ram's Club (premium ticket holders) members or guests

ADDITIONAL INFORMATION

- Strong proficiency in Microsoft Word, Excel, PowerPoint, and Outlook in both Windows and Apple format
- Excellent verbal and written communication skills
- Received a Certification in Bloomberg Terminal Operation & completed Bloomberg's *Market Concepts* course
- Proficient in basic financial modeling and analysis in Excel